

**From:** [R6HarveySITL](#)  
**To:** [R6HarveyInfo](#)  
**Subject:** FW: Suggestion on reassignment scheduling  
**Date:** Wednesday, September 13, 2017 3:46:40 PM

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**From:** Leos, Valmichael  
**Sent:** Wednesday, September 13, 2017 3:46:38 PM (UTC-06:00) Central Time (US & Canada)  
**To:** Coats, Janetta  
**Cc:** Spalding, Susan; Taheri, Diane; R6HarveyInfo; R6HarveySITL  
**Subject:** Suggestion on reassignment scheduling

Janetta,

I know we have a 10am call with you daily, where you get a report out from the team what their status is regarding issues / concerns / etc..

I would like to recommend you have a quick tactics / planning call in the evening with the entire team to reassess the community liaisons workload for reassignments instead of waiting around until the 10am call the following day. I suggest maybe a 5pm call. This will give the community liaisons a continuity of work.

Sincerely,

Valmichael Leos  
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